



COMMONWEALTH OF KENTUCKY  
**OFFICE OF CIRCUIT COURT CLERK**  
NELSON COUNTY JUSTICE CENTER  
200 NELSON COUNTY PLAZA  
BARDSTOWN, KENTUCKY 40004  
JUROR RECORDING 502-348-9412  
p 502-348-3648

**DIANE THOMPSON**  
CIRCUIT COURT CLERK

NELSON CIRCUIT COURT  
NELSON DISTRICT COURT

**Welcome to the Nelson Circuit Clerk's office. My staff and I are happy to assist you in any way possible. For your convenience we have detailed the documents you need for the following:**

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# Identification Card

- Certified copy of your birth certificate from the Office of Vital Statistics/Vital Records
- Original Social Security Card
- Proof of your Nelson County address, which consists of one of the following in your name: Deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water, or gas) with your correct Nelson County address. **If you cannot provide any of the above** because these documents are in the name of someone you reside with, you may have them accompany you with their valid Nelson County ID/Driver License to verify your address.
- If you are under the age of 18, a parent listed on your birth certificate or the permanent legal guardian appointed by a court order (guardian required to bring court order appointing) must accompany you to sign an application. The parent or guardian must have a Kentucky driver license or ID card with their current Nelson County address.
- If your name is different than the name listed on your birth certificate, due to marriage or other life events, please see the name change section for additional requirements.
- If you have an ID issued by another state or jurisdiction, you must surrender your ID issued by that state before you will be eligible for a Kentucky ID.
- If you have a license issued by another state or jurisdiction, you will have to transfer that license to a Kentucky license before you will be eligible for a Kentucky ID.

# Permit

(Kentucky residents who are U.S. citizens)

- Certified copy of your birth certificate from the Office of Vital Statistics/Vital Records
- Original Social Security Card
- If you are under the age of 18, you must have a School Compliance Verification form (from the school office or Board of Education)
- If you are under the age of 18, a parent listed on your birth certificate or the permanent legal guardian appointed by a court order (guardian required to bring court order appointing) must accompany you to sign an application. The parent or guardian must have a Kentucky driver license or ID card with their current Nelson County address.
- Proof of your Nelson County address, which consists of one of the following in your name: Deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water, or gas) with your correct Nelson County address. **If you cannot provide any of the above** because these documents are in the name of someone you reside with, you may have them accompany you with their valid Nelson County ID/Driver License to verify your address.
- If your name is different than the name listed on your birth certificate, due to marriage or other life events, please see name change section for additional requirements.
- A Naturalized citizen will need a Certificate of Naturalization or a Certificate of Citizenship along with a U.S. Passport.

# Name Change

(Kentucky residents who are U.S. citizens)

## BY MARRIAGE

- Your valid Kentucky driver license
- Your original marriage certificate or a **certified** copy of your marriage certificate
- Your name change **must** first be recorded by the Social Security Administration Office. It will be at least **24 hours** before it will show the update in our computer system after being recorded with Social Security.

## BY DIVORCE

- Your valid Kentucky driver license
- A **certified** copy of divorce decree restoring you to your maiden name
- Your name change **must** first be recorded by the Social Security Administration Office. It will be at least **24 hours** before it will show the update in our computer system after being recorded with Social Security.

## BY COURT ORDER

- Your valid Kentucky driver license
- A **certified** copy of the court order changing your name
- Corrected birth certificate with new name
- Your name change **must** first be recorded by the Social Security Administration Office. It will be at least **24 hours** before it will show the update in our computer system after being recorded with Social Security.

# Transfer License from Out of State (U.S. citizens)

(Must be done within 30 days of moving to Kentucky)

- **Valid** out of state license. If you cannot produce your out of state license you **MUST** get a current clearance letter/driving history record issued from the state from which you are transferring. (Note: IF your out of state license is expired, you **will** be required to take the Written & Eye Test. That test is given Mondays & Tuesdays: 1pm-3pm only.)
- Certified copy of your birth certificate from the Office of Vital Statistics/Vital Records
- Original Social Security Card
- Proof of your Nelson County address, which consists of one of the following in your name: Deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water, or gas) with your correct Nelson County address. **If you cannot provide any of the above** because these documents are in the name of someone you reside with, you may have them accompany you with their valid Nelson County ID/Driver License to verify your address.
- If you are under the age of 18, a parent listed on your birth certificate or the permanent legal guardian appointed by a court order (guardian required to bring court order appointing) must accompany you to sign an application. The parent or legal guardian must have a Kentucky driver license or ID card with their current Nelson County address
- If you are under the age of 18, you must have a School Compliance Verification form (from the school office or Board of Education).
- If your name is different than the name listed on your birth certificate, due to marriage or other life events, please see name change section for additional requirements.
- A Naturalized citizen will need a Certificate of Naturalization or Certificate of Citizenship along with U.S. Passport.

# Transfer Commercial Driver License (CDL) from another state

(You cannot transfer in a CDL permit or Hazmat endorsement.  
You will have to surrender the out of state permit and retest.)

\*\* The transfer of a Commercial Driver License is a three part process.

## **PART ONE:**

You must bring the following with you to the circuit clerk's office:

- **Valid** out of state license
- Current physical card
- Certified copy of your birth certificate from the Office of Vital Statistics/Vital Records
- Original Social Security Card
- Proof of your Nelson County address, which consists of one of the following in your name: Deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water, or gas) with your correct Nelson County address. **If you cannot provide any of the above** because these documents are in the name of someone you reside with, you may have them accompany you with their valid Nelson County ID/Driver License to verify your address.
- If your name is different than the name listed on your birth certificate, due to marriage or other life events, please see name change section for additional requirements.

After you have met all the above requirements your transfer application will be created by this office. You will be given a CDL Packet.

## **PART TWO:**

Complete the CDL application and the Self-Certification form. Fax or email these documents to the Division of Driver Licensing. Your letters of approval **must** be received from the Division of Driver Licensing **before** returning to the circuit clerk's office.

## **PART THREE:**

You must bring the following with you to the Circuit Clerk's office for the issuance of your CDL:

- **Valid** out of state License
- Letters of approval received from Division of Driver Licensing.

# Transfer License from Foreign Country

(U.S. citizens)

*You are required to take the written and eye test*

- **Valid** foreign country license and international driver license
- **Certified** copy of your birth certificate from the Office of Vital Statistics/Vital Records
- Original Social Security Card
- Proof of your Nelson County address, which consists of one of the following in your name: Deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water, or gas) with your correct Nelson County address. **If you cannot provide any of the above** because these documents are in the name of someone you reside with, you may have them accompany you with their valid Nelson County ID/Driver License to verify your address.
- If you are under the age of 18, a parent listed on your birth certificate or the permanent legal guardian appointed by a court order (guardian required to bring court order appointing) must accompany you to sign an application. The parent or legal guardian must have a Kentucky driver license or ID card with their current Nelson County address.
- If you are under the age of 18, you must have a School Compliance Verification form (from school office or Board of Education).
- Citizens born abroad will need a Report of Birth abroad of a Citizen of the United States of America along with a U.S. Passport.
- If your name is different than the name listed on your birth certificate or certificate of naturalization because of marriage, you must bring in the marriage certificate. If you have legally changed your name you must bring in the court order and corrected birth certificate
- A Naturalized citizen will need a Certificate of Naturalization or Certificate of Citizenship along with a U.S. Passport.

# Permanent Residents

(For ID, original Permits or Transfer of any license)

- **Valid** photo Permanent Resident Card with correct name
- Passport
- Your Birth Certificate along with a notarized translation if not in English
- Your **valid** out of state license or foreign country license and international license
- Original Social Security card
- Proof of your Nelson County address, which consists of one of the following in your name: Deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water, or gas) with your correct Nelson County address. **If you cannot provide any of the above** because these documents are in the name of someone you reside with, you may have them accompany you with their valid Nelson County ID/Driver License to verify your address.
- If you are under the age of 18, a parent listed on your birth certificate or the permanent legal guardian appointed by a court order (guardian required to bring court order appointing) must accompany you to sign an application. The parent or legal guardian must have a Kentucky driver license or ID card with their current Nelson County address.
- If you are under the age of 18, you must have a School Compliance Verification form (from school office or Board of Education).
- If your name is different than the name listed on your birth certificate, due to marriage or other life events, please see name change section for additional requirements.

## Non U.S. Citizens (For ID, original Permits or Transfer of any license)

***You are required to take the written, eye and skills test, unless applying only for an ID card***

- Letter of verification (blue letter) from Kentucky Transportation Cabinet Regional Office
- **Valid** out of state or foreign country license and international license
- Original Social Security card or letter of ineligibility from the Social Security office
- Passport
- Certified copy of your Birth Certificate along with a notarized translation if not in English
- Proof of your Nelson County address, which consists of one of the following in your name: Deed, property tax bill, lease, rental agreement, or two different current utility bills (electric, water, or gas) with your correct Nelson County address. **If you cannot provide any of the above** because these documents are in the name of someone you reside with, you may have them accompany you with their valid Nelson County ID/Driver License to verify your address.
- If you are under the age of 18, a parent listed on your birth certificate or the permanent legal guardian appointed by a court order (guardian required to bring court order appointing) must accompany you to sign an application. The parent or guardian must have a Kentucky driver license or ID card with their current Nelson County address
- If you are under the age of 18, you must have a School Compliance Verification form (from the school office or Board of Education), unless you are applying for an ID only.
- If your name is different than the name listed in your birth certificate, due to marriage or other life events, please see name change section for additional requirements.

# Testing Information

- **WRITTEN AND EYE** tests are given by the Kentucky State Police License Examiner on Monday and Tuesday afternoons from 1pm-3pm. No appointment is needed.
- **SKILLS TESTS (road tests)** are given on Monday and Tuesday mornings *by appointment only*. Please call (502) 348-3648 to schedule appointments.
- **KENTUCKY DRIVER MANUAL** information: Due to budget constraints, the Kentucky State Police have advised that they will no longer furnish printed copies of the driver's manual. The driver's manual is available on the internet at: [www.transportation.ky.gov/driver-licensing](http://www.transportation.ky.gov/driver-licensing)
- **ELIGIBILITY:** To check your eligibility date for the intermediate or full unrestricted license, please go to the following website: <https://eligibility.gdl.kytc.ky.gov>

## Other Useful Information

For information regarding locations of the Kentucky Transportation Regional Offices, you may visit the web site at [transportation.ky.gov](http://transportation.ky.gov) or call (502) 564-1257. Please find listed below the address for the two regional offices located closest to Nelson County.

Elizabethtown  
2819 Ring Rd., Suite 201  
Elizabethtown, KY 42701  
Phone Numbers: (270) 766-5230 or  
(270) 766-5231

Louisville  
Buechel Station Shopping Center  
4119 Old Bardstown Rd., Suite 6A  
Louisville, KY 40218  
Phone Numbers: (502) 493-1477  
(502) 493-0406  
(502) 493-0831

The nearest Social Security Administration office is located at:

591 Westport Rd.  
Elizabethtown, KY 42701  
Phone: (866) 596-7123

If you were born in Kentucky, the Office of Vital Statistics is where you will need to apply to obtain a certified copy of your Birth Certificate. That office is located at: Department for Public Health, Office of Vital Statistics, 275 East Main Street, 1E-A, Frankfort, KY 40621-001, Phone: (502) 564-4212.